Wisconsin Forward Exam
DAC/SAC Training
2019 Updates

What's New?

Updates

Reminders

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION
Tony Evers, PhD, State Superintendent
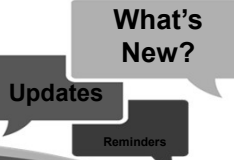
Agenda

- Key Dates
- Confidentiality Agreements
- Accessibility Guide
- TTS vs. Read Aloud…Support vs. Accommodation
- Staff Preparation

- Test Administrator Training
- Updated TDA and new resources
- Test Times/Sessions
- COS
- Unlock/Purge
- Reporting

2019 Key Dates

http://dpi.wi.gov/assessment/forward/calendar

Event	Date
Accessibility Guide and Training available	October 1, 2018
eDIRECT Guide available	January 21, 2019
DAC Update Training- Recorded Presentation	January 28, 2019
NEW DAC Training- Recorded Presentation	January 28, 2019
Test Administrator Training- Recorded Presentation	February 4, 2019
Student Tutorials available	February 11, 2019
Administrator Tutorials available	February 11, 2019
Online Tools Training available	February 11, 2019
Optional Add Accessibility Features Window in eDIRECT	February 11 – 22, 2019
Assign Individual Student Designated Supports and Accommodations in eDIRECT	March 4, 2019
Access to eDIRECT Test Sessions and Individual Student Information	March 4, 2019
Forward Exam Testing Window	March 18 – May 3, 2019
User's Guide to Interpreting Results available	TBD
Individual Student Reports (ISRs) and Summary Data available in eDIRECT	TBD
Hard copies of Individual Student Reports (ISRs) sent to districts	TBD
Public Reports available in WISEdash	TBD

Confidentiality Agreements

Reminder

DPI

DAC - Send only the DAC signed form to DPI
(DAC retains the SAC, DTC forms and any other district level forms)

SAC - Send SAC signed form to DAC
(SAC forms retained at the district level)

Proctor, TA, STC, and any school staff involved in the testing process - Send signed forms to the SAC

Forms available at:
http://dpi.wi.gov/assessment/forward/security

What's New for 2019

- Updates to the Accessibility Guide
- Updated Tutorial Videos
- Test Administrator Training
- Consolidation of manuals/guides
- New Decision Tree (EL)
- Central Office Services (COS)
- Science Test
- New TDA Resources
- New TDA Layout and Tools in eDIRECT

NEW

UPDATED! Accessibility Guide

The Accessibility Guide provides information for educators and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.

There have been a couple updates to the guide this year. Be sure to review the updated guide completely with staff.

ACCESSIBILITY GUIDE
Wisconsin Forward Exam

Spring 2019

http://dpi.wi.gov/assessment/forward/accommodations

Read Aloud in Spanish

NEW

- Read aloud in Spanish allows the student to listen to the Spanish translation (stacked) test information displayed on the screen, read to them by a qualified human reader in Spanish.
- Words and numbers, test directions, questions, answer choices, and other information is read aloud in Spanish by a human reader and can be repeated as necessary.
- For English language arts (ELA) only the test directions may be read aloud in Spanish.
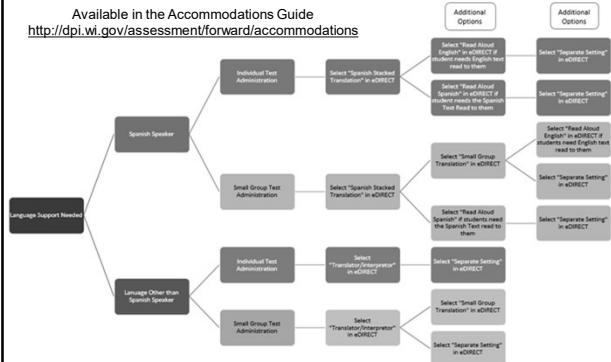
See the Accessibility Guide for more information.

EL Support Decision Tree

NEW

Available in the Accommodations Guide
http://dpi.wi.gov/assessment/forward/accommodations

Removal of the TTS Accommodation

NEW

The TTS accommodation has been removed from the allowable accommodations for the Forward Exam.

- This accommodation was only allowed for newly blind students, learning braille but were not yet proficient and had that need documented in an IEP/504 plan. It allowed this very small number of students to listen the computer read the **ELA** test information displayed on the screen, including test directions, questions, answer choices, and **ELA reading passages**.
- These same students will still be permitted to use the Read Aloud accommodation but the DAC must submit a request for Read Aloud accommodation form for approval by DPI prior to use.

TTS vs. Read Aloud
Designated Support vs. Accommodation

Reminder

TTS Designated Support	Read Aloud Designated Support	Read Aloud Accommodation
Available for all content areas	Available for all content areas	Only available for ELA
Read by the computer	Read by a human reader	Read by human reader
As reading ability is being tested in ELA session 4, it will not read the reading passages in that session.	As reading ability is being tested in ELA session 4, it will not read the reading passages in that session.	In addition to reading all directions, questions and answer choices, it will allow the reading of the reading passages in ELA session 4
May be provided to any student with a documented need including those with and IEP or 504 plan.	May be provided to any student with a documented need including those with and IEP or 504 plan.	May only be provided to a student with visual impairments who is learning braille but not yet proficient and whose need is documented in an IEP or 504 plan, with prior approval from DPI via request form.
Should be used for the majority of students requiring text content read to them for standardization purposes.	Should only be used by students who have difficulties with the computer voice such as students with autism, hearing difficulties, etc.	

Staff Preparation

Reminder

DACs/SACs are responsible for training all staff in the policies and procedures of:

- Test Administration
- Accessibility
- Test Security

Required Resources/Trainings by Role

DACs/SACs	DTCs/STCs	Test Administrators/ Educators
• DAC/SAC Training • Test Administration Manual • Accessibility Guide • Test Administrator Training Video • Test Security Manual • eDIRECT Guide • DAC/SAC Checklists • User's Guide to Interpreting Results	• DTC Technology Training • Technology User Guide • Technology Readiness Resources	• Test Administration Manual • Test Administrator Training Video • Test Security Manual • Accessibility Guide • Administrator Tutorials on how to use the embedded accessibility features

UPDATED!

Suggested Additional Resources/Trainings

DACs/SACs	DTCs/STCs	Test Administrators/Educators
• Administrator Tutorials • Accessibility Training Video • Test Security Video • Forward Exam FAQ	• DTC Q&A Webinars • Technology Readiness Resources	• Test Security Video • Accessibility Training Video • User's Guide to Interpreting Results • TDA Resources

UPDATED!

Test Administrator Training Recorded Presentation

- Walks educators (TAs) through what they need to know to proctor a valid and reliable test.
- They will learn what they need to do prior to testing for both themselves and their students.
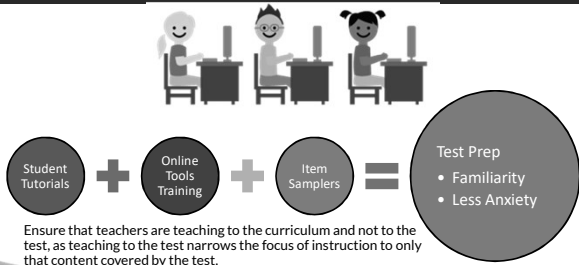- TAs will also receive instruction for administration.

UPDATED!

Student Preparation — Reminder

Student Tutorials **+** Online Tools Training **+** Item Samplers **=** Test Prep
- Familiarity
- Less Anxiety

Ensure that teachers are teaching to the curriculum and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.

New Look of the TDA

New Look of the TDA

New Look of the TDA

Additional TDA Updates

- ChromeOS keyboards should be set to US-Keyboard
- Students may now use the tab key to indent a paragraph

Text-Dependent Analysis (TDA) Sampler

UPDATED!

Grades 3 & 4

Text-Dependent Analysis Sampler

- Updated for 2018-19

- This document contains samples of TDA test questions, stimulus passages, and student responses.

- New writer's checklist added

http://dpi.wi.gov/assessment/forward/sample-items

Additional TDA Resources

- TDA Rubric
- How to Organize a TDA Response
- TDA Fact Sheet
- TDA FAQ
- Tips for Writing a TDA
- TDA Presentation for Educators

New Science Test

Forward Exam Test Window

March 18 – May 3, 2019

Content Areas	Grades
ELA and Mathematics	3-8
Science	4 and 8
Social Studies	4, 8, and 10

Forward Exam Graphic Overview

Suggested Testing Times UPDATED!

The Forward Exam is an untimed test. The following are suggested testing times provided by DRC to be used as guidance to assist with scheduling the Forward Exam. It is important to remember that students may take more time or less time to complete the test based on effort and ability levels.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	130	90	NA	NA
4	130	90	120	70
5	130	90	NA	NA
6	130	105	NA	NA
7	130	105	NA	NA
8	130	115	120	70
10	NA	NA	NA	70

Sample test schedules and test blueprints are available at
http://dpi.wi.gov/assessment/forward/resources

Creating a Test Schedule Reminder

Timing	Back-up Plan	Make-ups
• **Do not wait until the last week or two of the window to schedule your testing for all of your students** (this time should be used for make-ups, new students, technology issues, etc.) • There are **zero** Extensions of the seven week window	• It is strongly recommended that districts **have a back-up plan** for students and educators if a situation occurs. • Removing students from a testing situation that is not functioning and returning them to their regular schedule is recommended to keep frustration levels low. • Build days into your testing schedule for these situations	• Every attempt should be made to administer make-up tests to students who miss one or more of the scheduled test sessions. • This includes ensuring any student who moves into your district during the seven week window is tested.

Central Office Services (COS)

First available for use with Forward in 2018

Central Office is made up of:
1. Central Office Services – Device Toolkit (COS-DTK)
   - Configuration User Interface replacing stand-alone Device Toolkit
2. Central Office Service Devices (COS)
   - Content Management Hosting Services that replaces TSM
   - Delivers test content to student testing devices
   - Usually installed on a central server or dedicated machine

Reminder

Retry Logic Vs. TSM

- The original design of TSM response caching was to allow students to continue testing during a connectivity failure (where the failure is outside the school's network - Internet connection to DRC).

- Retry Logic (part of INSIGHT) – Designed for todays issues (internal network connectivity issues/wifi) Tries to immediately reconnect while the student is testing. The student's answers are saved to the INSIGHT browser until the connection is reestablished.

Extended Retry **NEW**

If there is a connectivity issue (usually on an internal network – WiFi these days) INSIGHT will:
- Tries to immediately reconnect while the student is testing
- If unable to reconnect, this warning will pop-up on the student's screen, and INSIGHT will continue to try to reconnect for up to 5 minutes.
- You have two options: 1) let it try to reconnect, or 2) exit the test and have the student log in and resume testing later (or at a different station) where they left off.

Extended Retry (continued) **NEW**

If you choose to wait and there is no reconnection within that 5 minutes you will receive an error message as shown below.

At this point you will need to click ok and the student will be able to log in at another time (or at a different station if it is not a school wide issue) to continue testing where they left off.

Managing Users in eDIRECT

Reminder

Roles and Permissions	Security	Access
• Each role is assigned a specific set of permissions • Do not add to the preset set of permissions • Role and Permission matrix is available in the eDIRECT Guide • Only one DAC is permitted per district • Only 1-2 assistant to the DAC permitted if needed per district. • Only DACs, Assistant to DACs, and SACs have permissions to add accessibility features.	• Each role is given a set of permissions for security purposes • Each role has a different level of access to student level data for security purposes • It is essential you assign the correct staff person and their role to the correct permissions (see matrix in eDIRECT guide)	• DACs add district-level users and SACs to eDIRECT • SACs add school-level users to eDIRECT • If there is not SAC the DAC (or Assistant to DAC) is responsible for adding all users. • DACs were given 2019 access to eDIRECT in early November

Step-by-step instructions are available in *The eDIRECT Guide* at
https://dpi.wi.gov/assessment/forward/resources

Managing Students in eDIRECT

- Verify Demographic Data
- Enter Accessibility Features
- Student Transfers
- Manage Test Sessions

Reminder — Managing Students

Step-by-step instructions are available in *The eDIRECT Guide* at
https://dpi.wi.gov/assessment/forward/resources
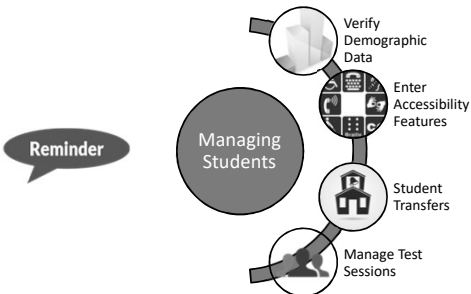
Adding Accessibility Features

Reminder

Optional Add Accessibility Features Window
Two week window (February 11-22)
Allows districts to enter accessibility features for multiple students at once using the multiple student upload (MSU) process

Individual Student-by-Student Basis
Begins March 4
Features may be entered right up until tickets are printed

Mass-assign Functionality in eDIRECT
Assign a common accessibility feature (TTS or Color Contrast) at one time for multiple students

Request a Student Transfer District-to-District

UPDATED!

There are three ways to request a student be transferred into your district:

- Use the eDIRECT transfer request form
- Use the transfer spreadsheet
- Call the Help Desk

District-to-District

- 1-10 Students
  - eDIRECT Transfer Request Form
  - Call Help Desk
- 11+ Students
  - Transfer Request Spreadsheet
  - Call Help Desk
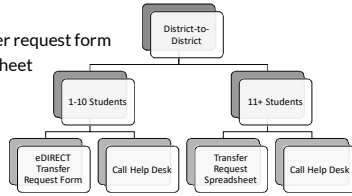
See *The eDIRECT Guide* for step-by-step instructions and the Testing Scenarios Table in the appendix for more information of student transfers.

Test Sessions

Reminder

February 25 – March 1
DRC will automatically put all students into grade level test sessions by school

March 5
DACs may begin to make changes to test sessions, create different test sessions, and manually add any new students to test sessions.

Districts must NOT create test sessions prior to March 5.

Not-Tested Codes (NTCs)

Reminder

Participation Is a requirement for students in tested grades
- All students in grades 3-8 and 10 need to participate in appropriate content area exams (Forward or DLM)
- Students that are not able to be tested must have a NTC entered in eDIRECT

NTCs Information in The eDIRECT Guide and TAM
- List of NTCs, their description, and information about appropriate use of each
- Students must be in a session to apply or view NTC
- Step-by-step instructions for apply NTCs

DLM Do not delete these students from eDIRECT
- Students taking the DLM test must have a NTC code of "ALT" entered in eDIRECT.
- If a student taking DLM is opted out by a parent the NTC code of "PAR" is entered into eDIRECT instead of "ALT"

Test Administration

Every TA has a complete copy of the Test Administration Manual (TAM)

TA approaches the Exam with a positive attitude

Every TA has viewed the Test Administrator Training

Successful Test Administration

TA actively monitors students during testing

TA reads the Script verbatim to students during testing

TA ensures all students have appropriate accessibility features prior to start of testing

Reopen/Unlock a Test

UPDATED!

Can I reopen (unlock) this student's test?

Student **accidently** submitted the TDA before completed.

Student has been in the test for more than 2 minutes
Student has completed more than 2 items

Student has been in the test for less than 2 minutes.
Student has completed 2 or fewer items.

Student clicked through test without trying.

DAC may unlock (reopen) student's test.

Call DPI for Guidance

DAC may unlock (reopen) student's test. Student may only work forward from last item completed.

This test **may not be unlocked (reopened).** Submit as is or invalidate.

See *The eDIRECT Guide* for step-by-step instructions to check the number of items completed and amount of time in test session.

Purging a Test   Reminder

The DAC must contact DPI about a purge.
- Only DPI can give approval to DRC to purge a student test.
- Purging the test deletes all previous responses (in all sessions of that content area) and assigns a new password.

If a student started a test without the proper accessibility feature, possible options may include:
- Invalidate - due to misadministration
- Score as is
- Purge

A test may only be purged if a student has completed two or fewer items in only one session of a content area and the duration of the test is two minutes or less.

Student Started Test Without Appropriate Accessibility Feature

This decision tree is available in the Test Administration Manual.

UPDATED!

Student did not have accessibility feature available on test.
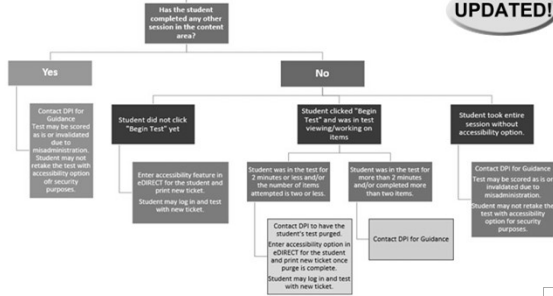(Most likely was not entered into eDIRECT or ticket was printed before accessibility option was entered into eDIRECT.)

Has the student completed any other session in the content area?

Yes

Contact DPI for Guidance
Test may be scored as is or invalidated due to misadministration. Student may not retake the test with accessibility option off for security purposes.

No

Student did not click "Begin Test" yet
Enter accessibility feature in eDIRECT for the student and print new ticket.
Student may log in and test with new ticket.

Student clicked "Begin Test" and was in test viewing/working on items

Student was in the test for 2 minutes or less and/or the number of items attempted is two or less.
Contact DPI to have the student's test purged.
Enter accessibility option in eDIRECT for the student and print new ticket once purge is complete.
Student may log in and test with new ticket.

Student was in the test for more than 2 minutes and/or completed more than two items.
Contact DPI for Guidance

Student took entire session without accessibility option.
Contact DPI for Guidance
Test may be scored as is or invalidated due to misadministration. Student may not retake the test with accessibility option for security purposes.

Invalidation

Reminder

Invalidations Performed Due to:	Results of Invalidation:
• Test Security violations/ irregularities • Student used inappropriate accessibility feature/was not provided assigned feature • Student deliberately does not attempt to respond to questions (there is no option to reopen in this scenario, retesting is not permitted)	• Entire content area will be invalidated and not scored (ex. all of ELA, not just 1 session within ELA) • DAC must enter non-tested code of "INV" in eDIRECT for affected content area(s) • Student will count as a non-test participant for that content area

A **Test Security Incident Report Form** must also be completed and submitted to DPI.

Ensure Testing is Complete, Data are Accurate

UPDATED!

All Applications ▶

| Report Delivery | Manage Reports | Status Reports | View Reports | WI Forward Reports |

Status Reports

* Indicates required fields

Administration: Wisconsin Forward Exam Sp▼ * District: (All) ▼ * School: (All) ▼

Reports		
Title	**Description**	**Action**
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	

Ensure Testing is Complete, Data are Accurate

Reminder
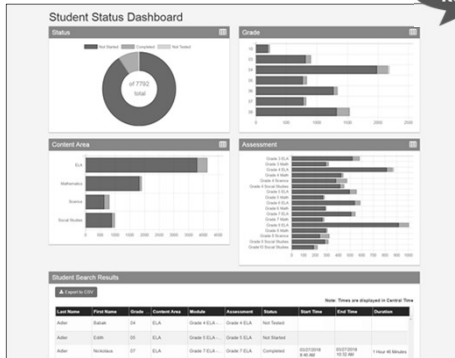
End of Testing Survey Reminder

- DPI looks at all of the surveys and reads each and every comment!

- We appreciate your comments/feedback and make changes where able.

- Survey open March 25-May 25

- Should be completed as soon as you finish testing

- All staff involved in testing should complete survey (TAs, DACs, SACs, DTC, STCs)

- Link to survey will be in the DAC Digest (be sure to send link to all staff)

Forward Exam Reports Reminder

Reports
- Electronic Reports
  - Individual Student Reports (ISRs)
  - Rosters
  - Summary Reports
- Hard Copy Individual Student Reports (ISRs)

Resources
- User's Guide to Interpreting Reports
- Handout – "What is an ISR?"
- Sample Parent/Guardian ISR Cover Letter

https://dpi.wi.gov/assessment/forward/data

Communicating Data and Results

DACs/SACs are responsible for ensuring all staff know how to read and understand the data and results for the Forward Exam at the level they have access.

Make sure staff know:

- About the *User's Guide to Interpreting Reports* and where to access it.

- The information on the ISR ties back to the standards documents so they are more informed when speaking to parents.

Reminder

DRC Contact Information

Wisconsin Forward Help Desk

800-459-6530

WIHelpDesk@datarecognitioncorp.com

DPI Contact Information

Alison O'Hara
Forward Exam Program Manager
alison.ohara@dpi.wi.gov
608-266-5182

Jennifer Teasdale
Forward Exam
Education Program Specialist
jennifer.teasdale@dpi.wi.gov
608-266-5193

Phil Cranley
Data, Student Demographics, and Privacy Issues
philip.cranley@dpi.wi.gov
608-266-9798

Duane Dorn
Test Security and Choice students
duane.dorn@dpi.wi.gov
608-267-1069

If you are not receiving the assistance you need from the helpdesk - please contact DPI - (Alison or Jennifer) so we may help get your situation resolved.

Please send questions you may have after viewing this video to Alison or Jennifer, or to osamail@dpi.wi.gov

QUESTIONS?